

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT DIRECTOR, School Bus Operations and Training

QUALIFICATIONS

- Bachelor's Degree and five (5) years of experience in transportation preferred. Managerial experience in pupil transportation will be considered in lieu of degree.

KNOWLEDGE, SKILLS, ABILITIES

- An extensive knowledge of all areas of Seminole County.
- The ability to work with all levels of school personnel, other members of the Transportation Services Department staff and maintain good relations with parents and the public.

SUPERVISION

REPORTS TO Director of Transportation Services
SUPERVISES Area Managers, Routing Specialists, Manager of Operations and Support, School Bus Drivers, School Bus Monitors, and other designated Transportation Personnel

POSITION GOAL

To provide safe and efficient school bus transportation, including effective routing services and appropriate employee training, for students in the District.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate and facilitate operational requirements in support of student transportation.
2. *Provide performance evaluations for all designated personnel.
3. *Implement, develop, and revise rules, regulations, policies, and procedures relating to the daily operational requirements for the department.
4. *Survey school bus stops and routes for potential accident situations and report hazards to proper authorities.
5. *Counsel drivers on general driver performance.
6. *Coordinate compiling of data for the district FEFP transportation report.
7. *Supervise and direct bus drivers in completing their work assignments, with the assistance of the Area Transportation Managers.
8. *Supervise the routing and scheduling sections in all facets of their operations.
9. *Assist as required with the planning and preparation of budget requests.
10. *Assist with interviewing applicants and provide input for recommending employment.
11. *Maintain twenty-four (24) hour on-call manager coverage for the Department.
12. *Ensure compliance with all Federal Regulations, Florida State Statutes, State Board of Education Regulations – NHTSA, OSHA, OTETA, and District School Board Policies relative to Transportation.
13. *Supervises the Safety and Accident program for the district.
14. *Supervises the training and professional development program for the department.
15. *Facilitate drug and alcohol testing for the Transportation Services Department.
16. *Facilitate all functions related to effective and efficient employee relations.
17. *Perform other such duties as assigned by the Director of Transportation Services.

* Denotes Essential Job Functions

EQUIPMENT / MATERIALS

Two-Way Radio, Mobi Ident System, Computer Program, Telephone, County Vehicle, School Bus

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Outdoors The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
Indoors / Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

TERMS OF EMPLOYMENT

PAY GRADE

AO-07-E \$71,237 - \$109,172
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 14
EEO-5 Line 44
Function 7800
Job Code 1445
Survey Code 78010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

January 22, 2008
November 21, 2006
December 12, 1995

ADA Information Provided by Transportation Services
Position Description Prepared by Ken Lewis